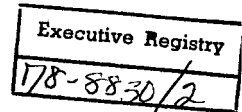


ADMINISTRATIVE—INTERNAL USE ONLY

27 JUL 1978



MEMORANDUM FOR: Deputy Director for Resource Management  
Deputy Director for Administration  
Deputy Director for Science and Technology  
Deputy Director for National Foreign Assessment  
Deputy Director for Collection Tasking  
Director of Public Affairs  
Legislative Counsel  
General Counsel  
Comptroller  
Inspector General  
Director of EEO

FROM : Deputy Director of Central Intelligence

SUBJECT : Correspondence

REFERENCE : ES 78-7, Subject: Policy Guidelines on Routing and  
Preparing Correspondence for the DDCI and DCI, dtd  
19 July 1978

1. I would like to elaborate on reference. There is an increasingly large volume of correspondence to U.S. officials outside the CIA. The DCI wishes to sign all correspondence addressed to U.S. officials who are of comparable position or senior to him. Correspondence to individuals in whom the DCI has significant personal interest, or which relates to developments of particular importance, should continue to be prepared for the DCI's signature. In addition, the DCI wishes to continue to correspond with any Congressman who writes obviously asking for his personal views. He will remain the principal correspondent with the Chairmen of our various Committees and Senators on any topic you believe must be conveyed to them in writing. I will answer routine Congressional inquiries addressed to the DCI.

2. The bulk of CIA correspondence with U.S. officials outside the Agency does not fall into the above category. I ask that whenever possible, such correspondence be prepared for my signature. If the original was addressed to the DCI, the response should begin, "Thank you for your letter to Admiral Turner...." When in doubt, please contact the Executive Secretary who will consult my office and the DCI's as appropriate.

STAT

Frank C. Carlucci

cc: Executive Secretary

Originated by SA/DDCI  
Rewritten by ES/Evans  
Distribution:

1 - Each Addressee

1 - DCI

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